



CITY OF BURLINGTON

Building & Zoning Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1163 – (262) 763-3474 fax
For forms online go to www.burlington-wi.gov

SITE PLAN APPROVAL APPLICATION

FOR OFFICE USE ONLY

DATE FILED: _____

RECEIVED BY: _____
(initials)

APPLICANT: _____

ADDRESS: _____ PHONE NO. _____ FAX NO. _____

OWNER: _____

ADDRESS: _____ PHONE NO. _____ FAX NO. _____

SITE ADDRESS: _____

PROPOSED USE: _____ PRESENT ZONING: _____

LEGAL DESCRIPTION: _____
(Attach full legal description if needed)

**THE SITE PLAN MUST INCLUDE THE FOLLOWING INFORMATION
(PLEASE LIST ANY ADDITIONAL INFORMATION WHERE APPLICABLE):**

- ____ Site plan drawn to a recognized engineering or architectural scale with graphic scale shown as well as the date of drawing and the north arrow shown.
- ____ Project title and owner's/developer's name and address noted.
- ____ Architect's and/or engineer's name and address noted.
- ____ Property boundaries and dimensions.
- ____ Abutting property zoning classifications.
- ____ General description of building materials, façade and roof detail.
- ____ Setback lines indicated.
- ____ Easements for access, if any.
- ____ 100-year floodplain identification.
- ____ Existing and proposed topography show at a contour interval of not less than two feet, indicating proposed grade and location of improvements.
- ____ Signage and outdoor lighting – proposed location and details.

- ____ Total number of employees: _____ and Hours of operation _____.
- ____ Total no. of parking spaced noted. No. of parking spaces provided: _____. Calculations used to arrive at the no. of spaces: _____.
- ____ The type, size and location of all structures with all building dimensions shown.
- ____ Locate existing and general location of proposed sanitary sewers, storm sewers and watermains.
- ____ Locate any proposed stormwater management facilities, including detention/retention areas.
The City of Burlington has a stormwater ordinance in effect.
- ____ Note location, extent and type of proposed landscaping and landscaping plantings and buffers to adjacent property, including fencing or other screening.
- ____ Note location of pedestrian sidewalks and walkways.
- ____ A graphic outline of any development staging that is planned.
- ____ Driveway locations and sizes.
- ____ Handicap accessibility.
- ____ List environmental concerns, i.e. odor, smoke, noise.

Owner: _____
(Signature)

Date: _____

Applicant: _____
(Signature)

Date: _____

Zoning Administrator: _____
(Signature)

Date: _____